

Subject: Registrar's Reminder: UG Fall 2025 Incomplete Reversion Deadline Approaching

Sent: Wednesday, January 14, 2026

Dear Faculty,

The Undergraduate Incomplete Reversion Grade due date is quickly approaching! **Fall 2025 Incomplete Grades will expire on Monday, January 19, 2026.**

According to our records, you have at least one undergraduate student with an I/Reversion Grade that will expire. If no change is necessary to the current Reversion Grade, the conversion will automatically take place on 1/19/2026. If a change is required, please complete the attached Grade Change Form. **Grade Changes must be submitted in SIS using the Grade Change Webform. Email/PDF/Print requests are no longer accepted as of December 2022.**

Pursuant to the academic policy below, please submit the grade change prior to the deadline.

Undergraduate Incomplete & Reversion Grade Policy Information: [Grading Policies | Johns Hopkins University Academic Catalogue](#)

An Incomplete grade does not affect a student's grade point average and is replaced by the final grade submitted by the professor. If the final grade is not submitted within the relevant deadline stated in this policy below, the Incomplete grade will convert to the reversion grade entered by the instructor.

Incomplete grades cannot be held over to another semester to complete the missing work by retaking the course. Students and instructors do not have an option in this situation.

Under extenuating circumstances, students can petition their course instructors and their Academic Advising Office to extend their Incomplete deadline. The extension can be no longer than the last day of classes of the semester following the semester in which the incomplete was given. Extenuating circumstances are those circumstances that cause exceptional interference with academic performance, and which are over and above the normal difficulties experienced in life.

Instructors are required to submit the new grade to the Office of the Homewood Registrar no later than 45 calendar days after the last day of classes. If the Incomplete grade is not resolved within 45 calendar days after the last day of classes, the Incomplete grade is automatically converted to the reversion grade.

Thank you for your attention to this matter!

Office of the Registrar
Homewood Schools (KSAS & WSE)